

Apparel Assistant

**Performance Requirements Chart**

Performance Requirement	Proficient	Some Proficiency	Training Needed	Page
<b>Customer Service</b>				
Reinforce Service Plus standards with internal Customers				2-2
Identify ways you can work with other departments to reduce shrink, increase sales, and increase productivity				2-5
<b>Reports</b>				
Run and/or Read and follow-up on the Profit and Loss Report				3-2
Run and/or Read and follow-up on the Suspend/Retrieve and Override Reports				3-4
Read and respond to the Price Adjustment Report				3-7
<b>Interview and Hiring</b>				
Develop a plan for determining hiring needs				4-2
Prepare for and conduct a performance appraisal for an employee				4-4
<b>Schedule Writing / Understanding VLM</b>				
Complete VLM Training				5-2
Complete a schedule for ALE				5-4
<b>Programs</b>				
				6-2
				6-4
				6-6

Getting Started

## Assignment: Create a training schedule.

*If you need to adjust your training schedule, make sure the planned assignments receive the time needed for you to learn the job completely.*

- ☐ With your training manager, create a training schedule using the calendars that begin on page 1-6.
  - ▶ Consider the training needs identified in the training assessment.
  - ▶ Incorporate learning opportunities presented by daily and seasonal business.
  - ▶ Schedule time during your **first week** to learn OfficeVision. You will need it to submit your training reports.
- ☐ Schedule times to:
  - ▶ Meet with your training manager to discuss your progress and plan your next steps in the training program. Use this time to ensure you understand your training manager's expectations.
  - ▶ Make notes on what you have learned.
  - ▶ Complete the weekly training report.
- ☐ With your training manager, ensure your learning assignments are written into the daily tour.
- ☐ Schedule time to meet with your training manager when each chapter is complete. Ensure your training manager signs the last page of each chapter when he or she:
  - ▶ Has met with you to discuss each of the chapter activities
  - ▶ Is satisfied that you have completed each activity completely

Apparel Assistant

Getting Started

			Planning	
Sunday	Monday	Tuesday		Wednesday

Apparel Assistant

Calendar			
Thursday	Friday	Saturday	

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